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2023
MEMBERSHIP ASSEMBLY
POLICY DEVELOPMENT GUIDE

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18 Introduction

19

20 While there are several formal mechanisms by which policies and positions for the American Nurses
21 Association (ANA) are identified and developed, the focus of the *Membership Assembly Policy*
22 *Development Guide* is on the process by which policies and positions are considered by ANA's
23 governing body, the ANA Membership Assembly.

24

25 One of the Membership Assembly's most important responsibilities is to set policies and positions for
26 ANA. The policies and positions approved by the Membership Assembly provide guidance to the
27 profession of nursing and establish ANA's point of view on relevant nursing practice issues, health
28 policy, and/or related social concerns.

29

30 The policy and position topics considered by the Membership Assembly are generated by
31 Constituent/State Nurses Associations (C/SNAs), the Individual Member Division (IMD), Organizational
32 Affiliates (OAs), individual ANA-C/SNA or IMD members, and the ANA Board of Directors.

33

34 This *Guide* includes the following information:

35 Section 1: Questions to Consider Before Submitting a Proposal

36 Section 2: Membership Assembly Policy Development Process

37 Section 3: Review and Selection of Proposals

38 Section 4: Consideration of Emergent Proposals

39 Section 5: On-site Dialogue Forums

40 Section 6: Report of the ANA Professional Policy Committee

41 Section 7: After the Membership Assembly Meeting

42

43 The Appendices includes the following information:

44 Appendix A: Related ANA Enterprise's 2023–2025 Strategic Goals

45 Appendix B: Engaging Members in the Call for Proposals

46 Appendix C: Proposal Form - Sample

47 Appendix D: 2022-2023 Timeline

48

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50 **Section 1: Questions to Consider Before Submitting a Proposal**

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52 To develop policies that effectively address nationally relevant challenges impacting nurses and the
53 practice of nursing and advance ANA’s strategic priorities, consider the following questions before
54 submitting a policy proposal:

55

56 **1. *What is the problem?*** Ensuring that the problem has been defined accurately is the most
57 important factor in finding a suitable solution.

58

59 **2. *What is the cause of the problem?*** Getting to the “root cause” of the problem facilitates the
60 identification of a long-term solution; when just the symptoms of the problem are addressed,
61 the result is often only a short-term fix.

62

63 **3. *What is the desired outcome?*** Understanding the varied perspectives of members,
64 stakeholders, and other beneficiaries helps to determine the tangible benefits (i.e., desired
65 outcomes) of solving the problem.

66

67 **4. *Why should ANA attempt to solve this problem?*** Making sure that the proposal addresses a
68 nationally relevant issue; aligns with ANA’s strategic priorities; and/or addresses a critical gap
69 where ANA doesn’t have relevant policy, or the existing policy is outdated ensures that the
70 Membership Assembly remains focused on essential, high-value policy work.

71

72 **5. *What other approaches have been tried?*** Finding solutions that might already exist within ANA
73 or identifying prior solutions that were not successfully implemented *and why they did not*
74 *work* prevents “reinventing the wheel”.

75

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82 **Section 2: Membership Assembly Policy Development Process**
83

84 The Professional Policy Committee facilitates the development of policies and positions by the
85 Membership Assembly.

86

87 The Professional Policy Committee:

- 88 1. Disseminates a Call for Proposals. Submitters can request that ANA:
89 a. Develop a new policy or position; or
90 b. Revise an existing policy or position.
91 2. Assesses each proposal.
92 3. Determines the action that will be taken on each proposal. (See Section 3)

93

94 Proposals must meet the following criteria:

- 95 1. Align with ANA’s strategic goals.
96 2. Address a nationally relevant issue facing nurses and the practice of nursing.
97 3. Include citations for facts and figures.
98 4. Be submitted by the established deadline.

99

100 Proposals may be submitted by:

- 101 • Presidents and Chief Staff Executives of ANA’s Constituent/State Nurses Associations (C/SNAs),
102 *or their designees.*
103 • Chair and Chief Staff Executive of the Individual Member Division (IMD), *or their designees.*
104 • Presidents and Chief Staff Executives of ANA’s Organizational Affiliates (OAs), *or their*
105 *designees.*
106 • ANA President on behalf of the ANA Board of Directors, *or their designees.*
107 • Individual ANA-C/SNA or IMD members, including individual members of the ANA Board of
108 Directors¹.

109

110

111 **Individual ANA-C/SNA or IMD members are strongly encouraged to collaborate with their**
112 **C/SNA or the IMD on the development and submission of proposals.**

113

114

115

116

¹ Proposals submitted by sitting ANA board members should expressly indicate that the proposal is not from the ANA Board and is being submitted by the individual board member in his/her capacity as an ANA member.

117 **Section 3: Review and Selection of Proposals**

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119 The Professional Policy Committee:

120

1. Reviews all proposals to ensure compliance with required criteria. (See Section 2)

121

2. Takes one of the following actions for proposals received:

123

- a. Accepts the proposal or rejects the proposal based on identified criteria.

124

- b. For those proposals not meeting the criteria, the Professional Policy Committee may:

125

- i. Recommend revisions and request re-submission

126

- ii. Forward the topic for potential discussion via another venue (e.g., networking activity

127

- or lunch time discussion at Membership Assembly, ANA Board of Directors meeting

128

- c. The Professional Policy Committee shall prioritize proposals based on the following:

129

- i. Current relevance

130

- ii. Scope of impact

131

- iii. Feasibility of implementation

132

- d. Selects the top ranked proposals for a Dialogue Forum based on the number that can be

133

- accommodated within the allocated time for the Dialogue Forums.

134

3. Informs the ANA Board of Directors, the C/SNAs and IMD, and the Organizational Affiliates about

136

the proposals that the Committee has approved and moved forward for consideration by the

137

Membership Assembly.

138

4. Communicates the decision to the submitter of the proposal.

140

5. Communicates the required next steps to be completed by the submitter of an accepted

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proposal.

143

6. If selected permittees will be required to develop background documents and any other pre-

145

Membership Assembly briefing opportunities.

146

7. Disseminates to the Membership Assembly participates the proposal as part of a background

148

document developed by the submitter.

149

150

151 **Accepted proposals become the property of the Professional Policy Committee, which has the authority**
152 **to combine proposals and/or make modifications that it deems appropriate.**

153

154 **Section 4: Consideration of Emergent Proposals**

155

156 The submission of an emergent proposal should be avoided ***as much as possible***. Emergent proposals
157 do not afford Membership Assembly Representatives sufficient time to review the background
158 materials or consult with colleagues to arrive at an informed decision regarding the proposal. However,
159 the Professional Policy Committee recognizes that a mechanism is needed for the submission of an
160 emergent proposal.

161

162 ***Criteria for an Emergent Policy Proposal***

163 An emergent proposal must demonstrate that the issue:

- 164 1. is of great strategic importance to the nursing profession and to ANA;
165 2. is nationally relevant;
166 3. was not and could not have been known *prior to* the submission deadline; and
167 4. must be considered prior to the next meeting of the Membership Assembly.

168

169 ***Submission Procedure***

170 1. Emergent proposals must be submitted by **5:00 pm ET, on June 12, 2023**.

171 2. The submission must include:

172 a. Completed Proposal Form.

173 b. Justification of:

174 i. strategic importance of the issue to the nursing profession and to ANA;

175 ii. national relevance of the issue;

176 iii. why the issue could not have been known *prior to* the submission deadline;
177 and

178 iv. why the issue cannot be held until the next meeting of the Membership
179 Assembly.

180 c. Background document on the issue, including citations for facts and figures.

181 3. If the criteria for an emergent proposal is met, the Professional Policy Committee will:

182 a. determine how the proposal will be considered given the business that needs to be
183 conducted by the Membership Assembly and

184 b. collaborate with the submitter to ensure timely dissemination of materials to the
185 Membership Assembly.

186

187 **Section 5: On-site Dialogue Forums**

188

189 The Professional Policy Committee establishes the procedures for the On-site Dialogue Forums. At
190 each Dialogue Forum, time will be allocated for:

- 191 1. Short overview;
- 192 2. Briefing on activities related to the issue in which ANA, C/SNAs, IMD, and/or OAs are currently
193 engaged;
- 194 3. Facilitated discussion; and
- 195 4. Development of suggested recommendations to address the issue.
- 196

197 **Section 6: Report of the ANA Professional Policy Committee**

198 The Professional Policy Committee prepares a report for consideration by the Membership Assembly.

199

200 For each Dialogue Forum, the report will include a summary of the Membership Assembly’s discussion
201 along with broad recommendations for each. The Professional Policy Committee will recommend one
202 of the following actions:

- 203 • Recommend adoption of the proposal as submitted;
- 204 • Recommend adoption of a revised proposal; or
- 205 • Propose a motion without recommendation.

206

207

208 **For recommendations approved by the Membership Assembly, the ANA Board of Directors**
209 **determines the specific actions that will be taken to implement the recommendations in keeping**
210 **with its corporate and fiduciary authority and responsibility.**

211

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215 **Section 7: After the Membership Assembly Meeting**

216

217 One of the responsibilities of Membership Assembly Representatives is to promote the
218 implementation of ANA policies and positions. ANA supports these efforts by preparing a summary of
219 the actions taken by the Membership Assembly on proposals to develop a new or revise an existing
220 policy or position, *as well as* the actions taken on the recommendations resulting from the Dialogue
221 Forums.

222

223 In addition, notification of the Membership Assembly’s actions will be disseminated to C/SNAs, the
224 IMD, Organizational Affiliates, and individual ANA members through various ANA communication
225 channels.

226

227 In the early fall, ANA staff develop work plans to implement the recommendations resulting from the
228 Dialogue Forums and present them to the ANA Board of Directors for consideration. An initial progress
229 report on work to advance the approved recommendations will be provided in March of the following
230 year; a second progress report will be provided at the next meeting of the Membership Assembly.

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Appendix A: Related ANA Enterprise 2023-2025 Strategic Goals

Vision: A healthy world through the power of nursing.

Mission: Lead the profession to shape the future of nursing and healthcare.

1. Elevate the <u>Profession</u> of Nursing Globally	2. Evolve the <u>Practice</u> of Nursing to Improve Health and Health Care	3. Ensure the Professional Success of <u>Nurses</u>
1. Lead the nursing profession to improve health through advocacy, philanthropy, practice, and innovation	1. Advance diversity, equity, inclusion, belonging and anti-racism to improve nursing practice and work environments	1. Magnify nurses’ voices and advocate to overcome barriers to personal and professional success.
2. Evolve and promote standards of excellence, recognizing exemplary nurses and settings where they practice.	2. Engage and support social justice in nursing to address inequities in health	2. Design and implement advanced solutions to meet the needs and priorities of nurses.
3. Champion the value of nursing to advance nursing’s impact on health and society	3. Develop the capacity for nurses to innovate and lead in dynamic and complex practice environments	3. Co-create holistic approaches to nurse well-being directly with nurses and through strategic partners.
Enablers: People, Core Values, Financial and Operational Excellence		

237

238 **Appendix B: Engaging Members in the Call for Proposals**

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240 **Successful Approaches Used by State Nurses Associations**

241 Below are the approaches of two state nurses associations that have proven successful at engaging
242 their members in the development and submission of proposals.

243

244 ***Florida Nurses Association (FNA)***

- 245 1. Sends an email to all FNA members as well as FNA Board members soliciting their input on
246 issues/topics about which they are passionate AND that they feel should be addressed at the
247 national level.
- 248 2. Reviews the proposed issues/topics, along with “current events”, to determine their relationship
249 to nursing and health care and then further reviews them to determine those issues or topics
250 that might be most impactful at the national level.
- 251 3. Reads all ANA communications, forwards them to the FNA Board as appropriate for information
252 or includes them on a board meeting agenda.
- 253 4. Attempts to identify key FNA members who are interested in the issue or topic. As an example,
254 FNA advanced a reference proposal related to health care in the prison system that originated
255 through the state bargaining unit after prisons were privatized and quality of care, or the lack
256 thereof, was a frequent topic in media.

257

258 ***Minnesota Organization of Registered Nurses (MNORN)***

- 259 1. During the MNORN elections, a question is placed on the e-ballot which describes ANA’s
260 Dialogue Forum process. MNORN members are asked what they would like ANA
261 Membership Assembly Representatives to discuss during the next Membership Assembly.
262 Members can free-form their suggestions for the next year’s Dialogue Forum topics.
- 263 2. After sorting responses into functional (like) categories, a survey is sent to all MNORN
264 members asking them to rank in order of importance the responses from the e-ballot. They
265 may also add topics or refine existing responses. Any topics ANA staff may have
266 recommended are also included.
- 267 3. The survey results are provided to the MNORN Board to inform their consideration of topics
268 to submit in response to ANA’s Call for Proposals.
- 269 4. The MNORN Board discusses the topics and selects two for submission as Proposals. For
270 2016, the MNORN Board only considered topics that MNORN members suggested; they did
271 not add any other topics that might be of interest to them as individuals.
- 272 5. MNORN members then receive the survey results that were provided to the MNORN Board,
273 the two topics the MNORN Board selected for submission as Proposals, and all supporting
274 documentation.
- 275 6. During National Nurses’ Week, MNORN holds a face-to-face meeting of MNORN members
276 to discuss the Dialogue Forum Topics approved by the ANA Board of Directors. A report of

277 the discussion is sent to all MNORN members and informs MNORN’s representatives to the
278 Membership Assembly participation at Membership Assembly.
279 7. After Membership Assembly, a report of the ANA Dialogue Forums and their outcomes is
280 sent to all MNORN members.
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ANA Professional Policy Committee - Policy Proposal Form

Save & Return Log in
 Use an account to return to saved work.

Topic *

Primary Contact Person

This individual needs to be available to respond to questions or requests from the Professional Policy Committee or Membership Assembly Representatives if the proposal is accepted.

Title * **First Name *** **Last Name ***

Credentials * ?

Phone Number * **Email Address ***

Second Contact Person

Title * **First Name *** **Last Name ***

Credentials * ?

Phone Number * **Email Address ***

Connection to ANA

Introduced By: * ?

Strategic Goal * ?

- Elevate the profession of nursing globally.
- Evolve the practice of nursing to improve health and healthcare.
- Ensure the professional success of nurses.

Describe how this proposal relates to the above strategic goal? *

Refer to Section 1 of the Membership Assembly Policy Development Guide: Questions to Consider Before Submitting a Proposal.

1. Describe the topic/issue to be considered for discussion at Membership Assembly including critical gaps, new policy needed, or changes to existing policy. *

2. Explain how the topic/issue is of national relevance. *

3. Describe the impact of the topic/issue on nursing practice, the profession, and/or the national association. *

4. Recommended Actions - Include suggested recommendations to address the topic/issue. *

NOTE: A proposal submitted after 5:00pm ET on Monday, February 13, 2023 will be considered an "emergent issue", which requires the following additional documentation: justification for why the proposal should be considered at this time AND a background document. When submitting an emergent proposal for consideration, see section 4 of the Membership Assembly Policy Development Guide for additional elements that are required. To be considered, completed proposals for emergent issues must be submitted by 5:00 pm ET on Monday, June 12, 2023.

For an Emergent Proposal, include the following: a) justification for why the proposal should be considered at this time and b) a brief background document identifying the critical policy gap OR underlying issue(s) that needs to be addressed.

Emergent Proposal - Background Document

 No file chosen

Emergent Proposal - Is the background document included for this emergent proposal?

 Yes No

Save Progress

Submit

303 **2022 ANA Professional Policy Committee – Policy Proposal Form**

304 Please click on the link to access the [2022 ANA Professional Policy Committee - Policy Proposal Form](#).
305 Completed proposals must be submitted by **5:00pm ET, Monday, February 13, 2023**.

306
307 When submitting an emergent proposal for consideration, see Section 4 for the additional elements
308 that are required. Completed proposals for emergent issues must be submitted by **5:00 pm ET,**
309 **Monday, June 12, 2023**.

310

DATE	ACTIVITY
December 12, 2022	OPEN Call for Proposals 315
February 13, 2023	CLOSE Call for Proposals at 5:00pm ET 316
By March 10, 2023	Communicate the decision of the Professional Policy Committee to Submitters, C/SNA leadership, and the ANA Board of Directors 317
March 13-April 28, 2023	Prepare for Membership Assembly <ul style="list-style-type: none"> • Dialogue Forums <ul style="list-style-type: none"> ○ Prepare background document ○ Prepare presentation, if necessary ○ Identify speakers for ANA's consideration • Policy Proposals <ul style="list-style-type: none"> ○ Prepare new policy or prepare revisions to existing policy ○ Prepare presentation, if necessary ○ Identify speakers for ANA's consideration
May 5, 2023	Disseminate policy documents and Dialogue Forum materials to submitters and Membership Assembly participants
June 12, 2023	Submit Emergent Issue Proposals by 5:00pm ET
June 16-17, 2023	Annual Meeting of the ANA Membership Assembly
June 16, 2023	Hold On-site Dialogue Forums
June 17, 2023	Present Professional Policy Committee's recommendations to the ANA Membership Assembly for consideration